

30 April 1970

"Aide Memoire" for Mr. Bannerman

Reference: Memo dtd 30 Apr 70 to ExDir-Compt fr A-DD/S,  
subj: Present and Proposed Uses of Young  
Officers in the Support Directorate (DD/S 70-  
1742)

1. Tab B of reference listed the Agency Committees and Boards. Except for a few elective positions, most memberships are composed of designees of Deputy Directors. A general policy urging designations of younger officers may tend to influence each Deputy to nominate a younger officer, thus the Committees and Boards membership might be exclusively young officers. I think it is obviously as wrong to have all young officers as all old officers. The ideal is a mix of new ideas and experience.

2. I would therefore suggest that, in any discussion of this subject at a Deputies' Meeting, this potential hazard be recognized and a plan be devised to insure some young members but not all. Possibly one Deputy could be tasked for each Committee or Board to provide a young officer -- such tasking to vary among Directorates.

MORI/CDF Pages 2 thru

5

WEB

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DD/S REGISTRY

FILE OFM

SECRET

DD/S 70-1742

50 APR 1970

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT : Present and Proposed Uses of Young Officers  
in the Support Directorate**

**REFERENCE : MAG Paper on: An Increased Role for the  
Younger Officer, dtd 31 Mar 70**

1. Tab A is a listing of present and proposed uses of young officers within the Support Directorate in the capacities suggested by the MAG.
2. Also attached, Tab B, is a list of Agency Committees and Boards for which each Deputy Director may have an input.

*By John W. Coffey*

**John W. Coffey  
Acting Deputy Director  
for Support**

**Attachments**

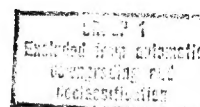
SOS-DD/S  (30 Apr 70)

25X1

**Distribution:**

- Orig - Addressee w/Atts.
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SECRET



**SECRET**

**PRESENT**

**OC**

**. Suggestion Awards Panel**

Review and recommendation by young officer assigned to D/OC Staff.

Plan to add two more young officers to panel.

. Serve as forum for C/Mgt. & Training Staff on management problems, review of projects and programs and submission of new proposals. An example of the product is paper on "A Working Guide to Cost Analysis".

**. Promotion Panels - GS 08-09, 9-10, 10-11.**

Two young officers are voting panel members. Multiplying 5 Panels X estimated 2-1/2 grade levels considered X 9 areas X 2 officers - it is estimated that about 200 young officers participate.

In addition, it is policy to have an additional young officer sit in as observer.

**OF**

**. The Overpayment Review Committee**

In advisory and investigative capacity regarding cases requesting waiver of overpayment.

**. The Critical Review Committee**

Purpose is to review and comment on efficiency of office operations. One of the three members from each Division or Staff is, by direction, a young professional.

**PROPOSED**

**OC**

**. Career Development Advisory Panel**

To be set up under the Career Mgt. & Training Staff, to consider training programs, assessment testing, evaluations.

**. Honor and Merit Awards and QSI Panel**

**. Administrative Support Panel**

To review the "why, what and how" of office administration.

**OF**

**. Suggestion Awards Evaluation Panel**

**. Junior Professional Evaluation Panel**

Concerned with assignments, training and promotions of GS-07 thru GS-09.

Would consider using young professional not less than GS-11 - on this Panel.

**. Travel Policy Committee**

**SECRET**

SECRET

PRESENT

OL

. Special Assistant in Office of D/OL.

Three young officers in this position  
in past 4 years.

. Planning Staff assignment

OMS

. Medical Career Board membership  
(age 35, GSM-15)

OP

. Career Service Panel of the Career Board

Panel, composed of GS-14's, is con-  
cerned with careerists thru GS-II.

. Plans and Analysis Division

Many young people, frequently CT  
graduates, have participated in  
analysis of problems and development  
of solutions.

OS

. Long Range Working Group

Medium-Grade Officers, concerned  
with career planning and development.  
Young officers - not to exceed GS-II -  
serve as advisors.

PROPOSED

OL

. Training Panel membership.

OMS

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OP

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OS

. Could serve as voting members on  
Clerical Career Board.

. Could serve as advisors to panels on  
selection, promotion, and honor awards.

SECRET

**SECRET**

**PRESENT**

**OTR**

**. Language Development Committee**

Two young professionals serve as advisors.

**. Management Advisory Committee (of OTR)**

A GS-13, age 39 is a member. Committee meets every two weeks.

Propose to add a still younger man to it.

**. Assignments:**

GS-11, age 24, female officer is a Branch Deputy in the Language School. Another female officer - GS-13, age 32 - is Deputy Chief, Admissions, Information and Records Branch.

**OTHER**

. Young Officer in SSA/DDS Staff serves as observer and advisor to Tax Committee and Allowance Committee.

**PROPOSED**

**OTR**

**. Training Selection Board**

Suggests assignment of young professional as consultant to Board.

**. Educational Aid Fund (D/OTR is member)**

Suggests assignment of young professional as Consultant to Board.

**OTHER**

. Assign young officer to Records Management Board.

**SECRET**